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YOUR INFORMATION CENTER

O C R

OFFICE OF

CHIEF, R&D

RESEARCH

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W A R N I N G

This material contains information affecting  
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within the meaning of the espionage laws,  
Title 18, USC, Secs. 793 and 794, the trans-  
mission or revelation of which in any manner  
to an unauthorized person is prohibited by law

1 JUNE 1964

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**YOUR INFORMATION CENTER**

**A GUIDE TO THE RESOURCES  
OF THE OFFICE OF  
CENTRAL REFERENCE**

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**MEMORANDUM FOR INTELLIGENCE OFFICERS:**

The Office of Central Reference (OCR) in the DD/I area is your information center in the Agency.

OCR has a single purpose—to provide the information which Agency components require. Its organization, procedures, and scope of coverage are flexible and responsive to the changing requirements of both intelligence operations and intelligence research and production. Within personnel and budgetary limitations, therefore, your needs are its directives.

This booklet directs you to the many and varied special files and services currently available in OCR. I expect that you will use these information resources freely and often.

Marshall S. Carter  
Lieutenant General, USA  
Deputy Director of Central Intelligence

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## THE OFFICE OF CENTRAL REFERENCE (OCR)

### GENERAL

OCR is, in a sense, the Agency's positive intelligence memory. Except for certain sensitive operational data, OCR receives all intelligence issuances, remembers through the mechanism of its reading panel those units in the Agency which require specific types of information, and promptly disseminates the documents accordingly. Equally important, OCR analysts scan the incoming documentation, and index or extract its substantive content for storage in the OCR memory (extensive files supported by a detailed mechanized system), thereby permitting the future retrieval of intelligence reports on a given subject or area.

Not only does OCR comprise a vast reservoir of information available for reference, it also serves the intelligence community in a dynamic and positive fashion, spontaneously producing reference aids in support of intelligence production, and taking the initiative to fill gaps in the over-all intelligence reference facilities

OCR issues reports derived from foreign-language publications and provides translation service for Agency components and, to a limited degree, for other USIB agencies.

OCR supplies active guidance for inter-agency cooperative efforts in the field of information processing for the purpose of eliminating duplication and ensuring the compatibility of systems.

### ORGANIZATION

In fulfilling its central reference responsibilities, OCR has organized its assets to meet both the basic needs as well as the specialized interests of intelligence production and opera-

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OFFICE  
OF  
CENTRAL  
REFERENCE  
(O C R)

OFFICE OF THE AD/CR  
Directs the Agency's central reference facilities and promotes USIB cooperative efforts in the field of information processing.

CIA LIBRARY

Offers a general library and centralized intelligence document collection; administers a world-wide publications procurement program.



BIOGRAPHIC REGISTER

Compiles and publishes information on virtually all types of foreign personalities other than military.



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MACHINE DIVISION

Provides machine support for the reference services of OCR.



LIAISON STAFF

Arranges and conducts interagency liaison; coordinates the Agency briefing & debriefing program.



SPECIAL REGISTER

Provides reference service as the Agency's central library of specially controlled intelligence documents.



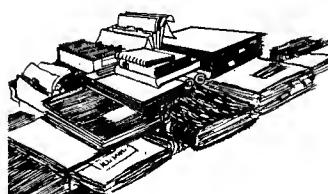
FOREIGN DOCUMENTS DIVISION

Issues reports derived from foreign language publications and provides translation services.



DOCUMENT DIVISION

Receives, indexes, and disseminates CIA and USIB intelligence reports.



GRAPHICS REGISTER

Provides intelligence support from an extensive collection of still and motion picture photography.



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tions. For the former purpose, the Document and Machine Divisions, OCR, collaborate in a program designed to provide a subject and area index to the substantive content of all significant regular intelligence reporting. To meet more specialized interests, the Biographic and Graphics Registers have established extensive detailed files of information on foreign personalities and photography; and the Library provides an information service from a vast collection of overt reference materials. The Foreign Documents Division is organized by geographic area to provide information from foreign language publications as a service of common concern to the USIB community and to perform classified and unclassified translation service for CIA components and, in the rarer languages, for USIB members.

The Special Register provides reference service on specially controlled intelligence documents similar to that provided by other OCR divisions on regular intelligence reports. In addition, for those personnel cleared for access to information at all levels of security classification, SR also provides "all source" reference service. The objective of the program is to provide a single point to which the research analyst or operations officer can address his request for over-all reference support and to ensure that all intelligence reports pertinent to his interest, regardless of security classification, are made promptly available. SR coordinates these requests with other OCR components and brings together such information as they can provide with information contained in specially controlled documents for review by the requester in SR reading rooms. SR is also the repository for all-source information on selected foreign industrial installations. In addition to its large reference facilities, OCR, through its Liaison Staff, arranges and coordinates briefings, debriefings, and tours in the Headquarters area and, as a service of common concern, maintains and controls liaison with other government agencies.

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RESOURCES:

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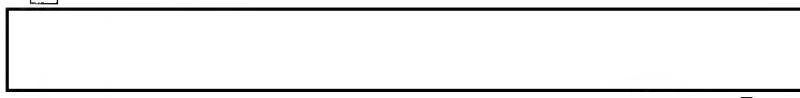
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#### OCR'S INFORMATION SYSTEMS

In its efforts to satisfy the reference needs of the Agency, OCR has developed numerous manual and machine systems and is currently studying computer applications for its information storage and retrieval problems. Its present operations include both document retrieval and information retrieval systems. The difference between these systems is a matter of the type of response which the system provides. Whereas a document retrieval system identifies and provides references to documents which bear on an inquiry, an information system provides specific information on the question posed. The reference service provided by the Biographic and Graphics Registers, and by the Information Section of the Library, is based on OCR's information retrieval systems. In addition, OCR maintains three primary document retrieval systems

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INTELLOFAX



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Requests from Agency and other consumers for subject and area information are directed to the Intellofax Reference Group (IRG) in the CIA Library; they make every effort to ensure the highest degree of retrieval relevance by specific definition of subject and area codes, security classification restrictions, and date limitations. The highest relevance correlation occurs when the customer and IRG representatives meet personally to discuss an index search; this direct contact is strongly encouraged. The Intellofax machine card files, currently estimated at 12,400,000 cards, are then searched mechanically and those cards containing the codes designated by the requester as interpreted by the IRG are sorted out. These cards which contain a bibliographic citation of the document are then reproduced and arranged in any sequence desired (e.g. chronologically, by originating department, by security classification, or by area), thus constituting a bibliography of documents relevant to a given interest. The requester reviews these prints, selects those which are of particular interest, and requests copies of the reports by merely sending the print to the Library.

 INTELLIGENCE PUBLICATIONS INDEX (IPI)

Complementing the detailed indexing of *raw* intelligence reports in the Intellofax system, the IPI provides more general indexing of selected *finished* intelligence periodicals, monographs, reports and studies (e.g. the DIA Digest, CIA Current Intelligence Weekly.)

NIE's and SNIE's, State Department

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intelligence studies, finished OSI, ORR, and OCI studies). Issued monthly and cumulated semi-annually the IPI contains complete bibliographic citations and is arranged (1) by subject with subdivisions by area; (2) by area with subject subdivision; and (3) by originating source and series. Copies of documents cited in the IPI are available in the CIA Library.

**SPECIAL REGISTER SYSTEM (SRS)**

Complementing the detailed indexing of the Intellofax system, the general indexing of the Intelligence Publications Index, and the information retrieval system of the Biographic Register for *regular* intelligence documents, the Special Register System (SRS) provides reference service in a similar manner from *specially controlled* intelligence documents. Special Register analysts review these specially controlled materials and then code information contained in them relating to subjects, commodities, areas, personalities, and organizations. These codes, with identifying clear text information and the document source citations, are punched into machine tabulating cards which are later sorted and arranged in major area and category groups for future reference. Requests for information are directed to Special Register and, as in the Intellofax system, an analyst-to-analyst discussion of the details of the request is strongly encouraged. The SR machine card files, currently estimated at 20,000,000 cards, are searched mechanically and those cards containing the pertinent codes are sorted out. The information contained in these cards is printed out in the form of a machine listing and also is reproduced on charge-out cards for the SR Library, which pulls the referenced document for the requester. Basically a document retrieval system, the SRS has, however, elements of information retrieval in both its organization and biographic retrieval mechanism. Further, due to the nature of the material in the system, the SRS codes, both detailed and general, have a higher degree of specificity for subjects, commodities, and areas than the ISC or IPI classification systems.

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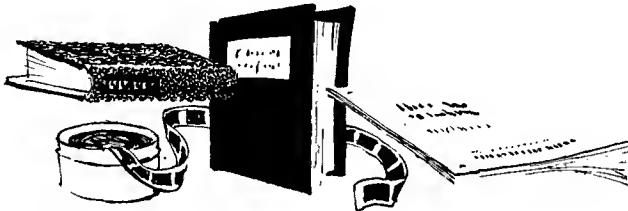
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#### OCR COMPONENTS

CIA LIBRARY (LY)

Furnishes materials and reference service from current and historical collections, both classified and unclassified, and administers a world-wide publications procurement program for CIA and other government agencies.

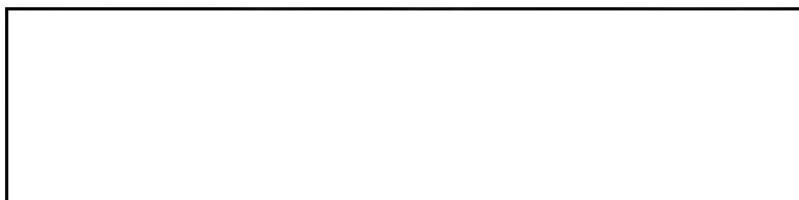


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25X1  RESOURCES:



SERVICES:

- Provides a general information service from an extensive collection of classified and unclassified publications and from other collections in the Washington area.
- Provides bibliographic support by searching in catalogs and published indexes; by direct examination of publications; and through the Intellofax and other machine-supported document systems.
- Supplies specific publications from its own collection or from other libraries; or obtains copies through purchase or from the originator.
- Places subscriptions to periodicals and newspapers.
- Maintains reading rooms, modern microfilm viewing equipment, and card catalogs, as well as three specialized branch libraries (at Headquarters for Office of General Counsel, at Arlington Towers for LAS/OTR, and at Alcott Hall for Commo).
- Manages the publications procurement budget for all components of CIA.



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④ The following publications are issued by the CIA Library:

Bibliographies, prepared upon demand

*Russian Book List*, a monthly list of titles purchased in Moscow

*Books Accessioned by the CIA Library*, issued monthly

*Periodicals and Newspapers Currently Received in the CIA Library*

*Chinese Communist Journals Held in the CIA Library Acquisitions Branch*

*Chinese Communist Newspapers Held in the CIA Library Acquisitions Branch*

④ REQUESTS FOR SERVICE:

Requests for service may be made in person, by telephone, on Form 1395, or by memorandum. Whenever possible, document requests should include document number, source, and date. Direct consultation is especially recommended when requesting Intellofax service. Page 2 of the Agency telephone directory lists current room and telephone numbers.

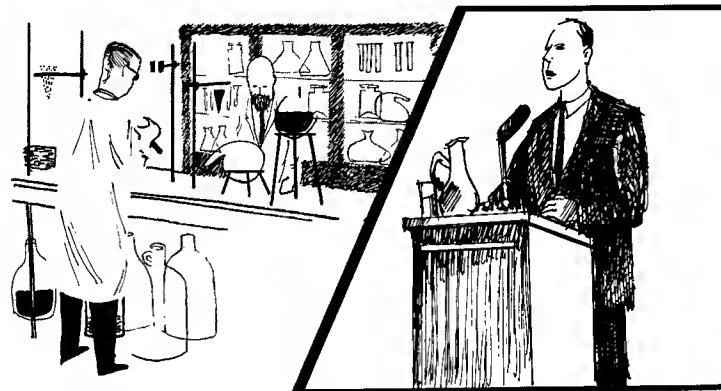
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BIOGRAPHIC REGISTER (BR)

Comprises the intelligence community's central repository for biographic intelligence on virtually all types of foreign personalities other than military.



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[redacted] captured enemy files; and overt literature, particularly foreign language publications.

**SERVICES:**

Provides biographic support for the conduct of official US activities, as well as for intelligence operations or headquarters research projects, in the form of:

[redacted]  
automatic reporting on significant governmental and diplomatic assignments;  
red line telephone service to all BR specialists for spot answers to urgent questions;  
availability of file material for study within BR and retention copies of pertinent documents;  
reproduction of author/title bibliographic items from Sovbloc technical literature from 1948 to the present; and  
machine-selected biographic briefs on scientific and technical personalities.

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Further, for the purpose of putting selected information within easy reach of desk officers, BR produces five types of reports:

governmental directories, organizational and other biographic listings (CR/BA series) ; automatically-disseminated biographic briefs on foreigners of current intelligence interest (CR/BB series) ;

[redacted]  
information reports on forthcoming international conferences (primarily scientific and technical) at which Sovbloc participation is expected (CR/C series) ; basic biographic country handbooks issued in loose-leaf form and augmented quarterly (CR/BH series).

**REQUESTS FOR SERVICE:**

Requests for information may be made in the manner most acceptable to the requester: by memorandum, by personal visit, or by phone, if security considerations permit. Personal visits to the Register are usually mutually advantageous. Page 2 of the Agency telephone directory lists current room and telephone numbers. Lists of BR area analysts are also available in the Register.

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**GRAPHICS REGISTER (GR)**

Collects, maintains files on, and services requests for intelligence photography world-wide in the form of both still and motion pictures.



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**RESOURCES:**

A large, empty rectangular box with a black border, occupying most of the page below the 'RESOURCES:' section.

**SERVICES:**

Provides photographic support for all categories of intelligence research and reporting, as well as still and motion picture coverage on current news topics of intelligence interest,

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and motion pictures (covering all areas) for orientation and training purposes.

- Supplies photographic coverage on significant foreign personalities of all types.
- Maintains an extensive collection of ground and personality photographs indexed by area and subject, including color slides for briefing and lecture use. Machine listings of subject coverage are available, including locations arranged by geographic coordinates.
- Administers a world-wide photographic collection program.
- Provides videotape facilities for showing television news and documentary programs of intelligence interest.
- Provides theater facilities equipped for the presentation of all types of visual aids.
- Prepares Intellofax tapes referencing films according to subject and/or area. Training films are available on many subjects, with special emphasis on items of a tradecraft nature.
- Serves as a central facility for obtaining photography from other USIB agencies, including enclosures to State, Army, Navy or Air Force reports which can be ordered by report number.
- Loans color slides, still and motion picture projectors, and supplies both cameras and film to Agency travelers whose itinerary suggests photography of intelligence interest.

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**REQUESTS FOR SERVICE:**

Requests for information may be made in the manner most convenient for the requester: by memorandum, by personal visit, or by telephone, if security considerations permit. Discussion with a GR analyst is encouraged on matters of coverage and training, and for current and long-range procurement needs. Page 2 of the Agency telephone directory lists current GR room and telephone numbers.

**SPECIAL REGISTER (SR)**

Provides reference service on specially controlled intelligence documents, including all-source coverage, when desired.

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**RESOURCES:**

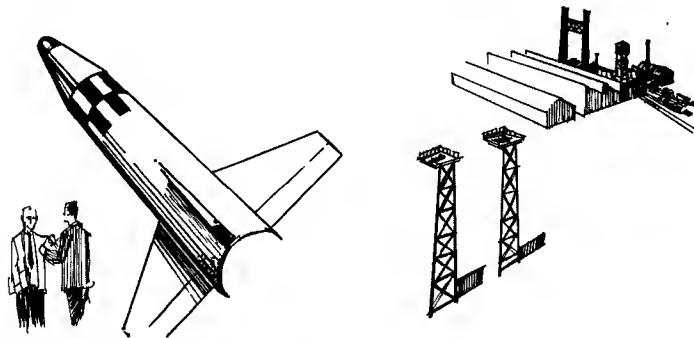
**SERVICES:**

- Furnishes all-source reference service on foreign areas, subjects, commodities, personalities, and organizations and maintains current all-source information files on priority intelligence targets.
- Maintains the Agency's central library of specially controlled intelligence documents.

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- Operates a mechanized, detailed information processing system which affords retrieval of the significant substantive content of these materials.



REQUESTS FOR SERVICE:

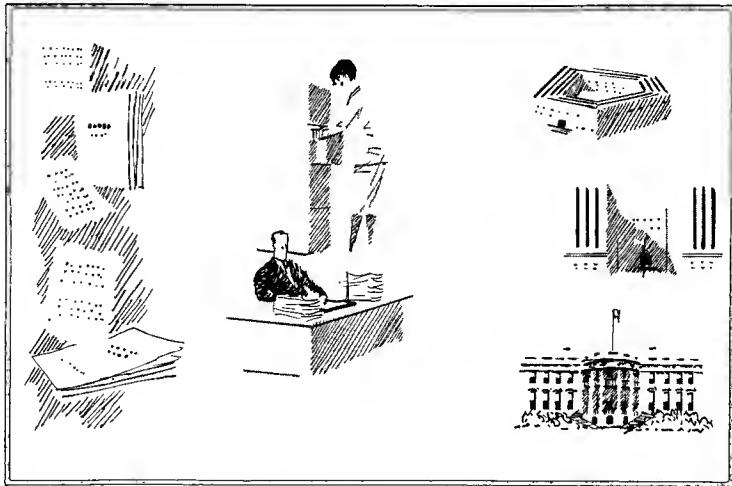
Individuals cleared for these specially controlled materials may request reference service in the manner most convenient for them: by memorandum, by personal visit, or by grey line telephone. Personal visits to the Register are usually mutually advantageous. Current room and extension numbers are available in the organization section of the Agency telephone directory.

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DOCUMENT DIVISION (DD)

Receives, disseminates, and indexes intelligence reports, and provides a comprehensive index to finished intelligence.



SERVICES:

- Disseminates to Agency and USIB components over 720,000 information and intelligence reports, totaling approximately 10 million copies, annually. These copies are distributed to [redacted] CIA and other agencies according to requirements levied by CIA components and, in the case of CIA reports, by other agencies.
- Indexes for the Intellofax system the area and subject matter of selected intelligence information reports, on the

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basis of the Intelligence Subject Code (ISC).

- Maintains and revises the ISC for the Committee on Documentation (CODIB) of the USIB.
- Compiles and publishes the Intelligence Publications Index (IPI), a current cumulative guide to selected intelligence periodicals and monographs.
- Maintains the Central Top Secret Control responsibility, providing procedural guidance and central reference facilities for Top Secret intelligence documents.

**REQUESTS FOR SERVICE:**

Requests for information may be made in the manner most acceptable to the requester: by memorandum, by personal visit, or by phone, if security considerations permit. Page 2 of the Agency telephone directory lists current room and telephone numbers.

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MACHINE DIVISION (MD)

Facilitates OCR reference support through special machine techniques.

RESOURCES:

Provides machine support for the reference services of OCR and maintains machine indexes to the vast amount of intelligence material held in the DDI collections. These files of 27,000,000 machine index cards contain coded information derived from the indexing of intelligence reports and other material by OCR, ORR, OBI and the DDI Collection Guidance Staff. Also provides support, on a limited basis, for a variety of special projects of other Agency components.

Administers a complex of IBM punching, sorting, collating, and tabulating machines; and an extensive array of photographic and microphotographic equipment including peripheral developing, printing, and reproduction gear.

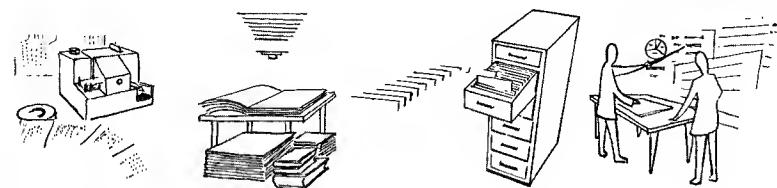
SERVICES:

- Plans and provides machine support to intelligence data handling problems, including those concerned with data base files and machine-prepared publications.
- Microfilms and/or reproduces intelligence documents for both reference service and storage files.
- Performs machine searches of the card files; locates pertinent references, and arranges them in the desired sequence; and produces for the consumers' retention a printed copy of the selected data.
- Maintains OCR electronic, photo-reproduction, and document handling equipment; builds or modifies special purpose devices for intelligence support.

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**REQUESTS FOR SERVICE:**

Requests for advice and assistance regarding machine support for intelligence problems may be made by telephone, by memorandum, or by personal visit. Page 2 of the Agency telephone directory lists current room and telephone numbers.

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FOREIGN DOCUMENTS DIVISION (FDD)

Issues reports prepared from world-wide foreign language publications in compliance with continuing programs recommended by CIA and other USIB components; similarly exploits foreign documents against ad hoc requests for specific information; performs translation service for CIA offices, and to a limited degree for other USIB components

RESOURCES:

Classified linguistic capabilities in 60 to 70 foreign languages. Unlimited linguistic capabilities for unclassified translation exploitation. Native fluency in all common languages.

SERVICES:

As a service of common concern, issues more than 40 classified or controlled serial reports covering priority areas of information recommended by the USIB agencies, and, through

Performs search and reporting service for information from foreign language documents on specific subjects or areas as requested in ad hoc requirements of the intelligence community.

Provides translation service for all areas of CIA, and within its capabilities translates the rarer languages for other USIB components.

Provides reverse (English into foreign language) translation service.

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- Immediate scanning, oral translation, excerpting, and evaluation of content of foreign language material are provided by the Foreign Language Service Center.

**REQUESTS FOR SERVICE:**

Service may be requested in person, by telephone, on Form 122, or by memorandum. Direct consultation is encouraged



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■ LIAISON STAFF (LS)

Provides a central facility which arranges and conducts interagency liaison for a wide variety of intelligence purposes.

■ SERVICES:

- Maintains a wide range of accredited liaison contacts in all US Government departments, at all levels. Assists other US Government representatives to conduct official liaison with Agency personnel.
- Obtains from other US Government departments information and services which are required to support intelligence research and operations. Also coordinates requests for CIA intelligence information and action which may be required by those departments.
- Coordinates the Agency program for briefing and debriefing ambassadors, ministers, Foreign Service officers, and military attaches en route to or returning from tours of duty abroad.
- Arranges briefings and tours of DD/I facilities.

■ REQUESTS FOR SERVICE:

Requests for service may be made in the manner most convenient for the requester: by memorandum, by personal visit, or by telephone, if security considerations permit. Page 2 of the Agency telephone directory lists current room and telephone numbers of the Liaison Staff.

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